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Issued May 15, 1939.UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.1940 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION1940 LISTING SHEET CHECKING PROCEDURE-WHEATGENERAL INSTRUCTIONS

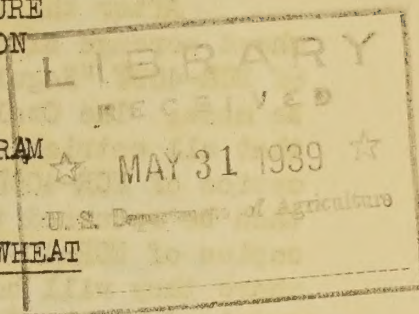
All listing sheets NCR-409W for "Regular" wheat farms, "New" wheat farms, "Appeal Cases", and county "Summary" sheets for "Regular" and "New" wheat farms shall be submitted to the State office immediately after the closing date for the hearing of appeals in the county office. Each set of listing sheets should be stamped with the date of its receipt in the State office and a letter acknowledging such receipt should be forwarded to the county immediately.

A preliminary examination should be made of the listing sheets as they are received in order to determine their acceptability for checking. This examination shall include a check to determine that each entry in column (5) does not exceed the corresponding entry in column (4), and a check to determine that no entries in columns (8), (9), (10), or (12) exceed the respective entries in column (5). Cases in which discrepancies are discovered should be immediately referred to the county for correction. After receiving the information from the county, the necessary corrections shall be made on the listing sheets. However, where there are numerous discrepancies, the listing sheets shall be returned to the county for correction.

The farm wheat allotments in a county may be approved by the State committee not in excess of 100.50 percent of the county allotment provided the State wheat allotment is not exceeded.

Any portion of the unused State reserve which the State committee, determines should be allotted to counties may be factored into such counties' "Regular" wheat farm allotments at the time the listing sheets are approved. Any reference made in this checking procedure in the State committee approved county wheat acreage allotment for "Regular" or "New" wheat farms shall be construed to mean the county wheat acreage allotment as issued, plus any reserves released at the time the listing sheets are approved.

In checking the factors on the listing sheets, agreement is required within .005 between the factor derived in the State office and the factor used by the county.



After the listing sheets have been checked and the State approved wheat acreage allotments have been entered in column (17), Ozalid copies of NCR-409W "Regular" and "New" wheat farms, and "Summary" sheets should be made. The Ozalid copies should be examined carefully to determine that all entries are legible. Either the Ozalid copies or the original copies of NCR-409W, and the Ozalid copies of the "Summary" sheets will then be returned to the county office. Either the original or Ozalid copies of NCR-409W will be sent to the Application for Payment Section where they will be filed. Only the county "Summary" sheets will be retained in the Statistical Section Files. Ozalid copies of the "Summaries" will be forwarded to the Washington office immediately after completion of such copies. Include with such "Summaries" forwarded to the Washington office a count of all farms for which an entry appears in column (11), and a count of all farms for which the entry in column (14) is encircled.

When the listing sheets are returned to the county office, the county committee should be instructed to renotify appellants of their wheat acreage allotments in accordance with the instructions set forth in NCR-313.

The county committee should be instructed to renotify farmers of revisions or corrections of their wheat acreage allotments. The county committee need not be instructed to renotify farmers if wheat acreage allotments have been increased by not more than 1 percent. In the event the county committee renotifies a farmer of wheat acreage allotment, the form NCR-412W should be marked "corrected" except in appeal cases.

SECTION I.

Checking Procedure For "Appeal" Listing Sheets

The appeal listing sheets should be examined to determine that the procedure outlined in NCR-313 has been followed. All individual computations on the appeal listing sheets should be completely checked. The factors used on the "Appeal" listing sheets should be the same as the factor used on the "Regular" or "New" wheat farms listing sheet, as the case may be.

Enter on the "Regular" or "New" wheat Farm listing sheet, as the case may be, the corrected farm data as taken from the "Appeal" listing sheet. Enter the revised allotment resulting from the appeal in column (17). Strike through the original entries and enter immediately above such stricken entries the correct farm data as taken from the "Appeal" listing sheet. These entries will be made prior to proceeding with the instructions in Section IV herein.

When all the data for appeals have been transferred from the appeal listing sheets to the "Regular" or "New" wheat farm listing sheets, the "Appeal" listing sheets will be filed in the statistical unit of the State office.

SECTION II.

Checking Procedure for "Regular" Wheat Farms Listing Sheets.

1. Check the township and county totals of columns (5), (6), and (8). Encircled entries in column (8) should be included in the total of such column.
2. Check the township totals of columns (9) and (10) by comparing the respective township totals of these columns, including encircled entries in each case, with the total history shown for the years 1937 and 1938 on the 1939 listing sheets. If the respective totals are the same, columns (9) and (10) need not be readded.
3. Check the township factors in the box at the head of column (11) as follows:

Divide the average of the township totals of columns (8), (9), and (10), including the encircled entries, by the township total of the cropland acreages, column (5).

4. Spot check the individual entries in column (12) by applying the procedure for the determination of such entries outlined in NCR-410W.
5. Check the township and county totals of column (12).
6. Check the page totals of column (13) by multiplying the page totals of column (12) by three. If the results so obtained are equal to the respective page totals of column (13), no check of individual computations in column (13) need be made.
7. Check the factor in the box at the head of column (14) as follows:
 - (a) In counties in which a county factor was used, divide the 1939 county wheat acreage allotment by the county total of column (6).

- (b) In counties in which the use of township area factors was approved by the State committee:

- (1) Obtain a factor by dividing the average of the township total of columns (8), (9), and (10) by the average of the corresponding totals for the county.
- (2) Multiply the 1939 county wheat acreage allotment by the factor obtained in the preceding step.
- (3) Divide the result obtained in (2) above by the respective township total of column (6).

8. Check the county total of column (14). If this total does not differ from the 1939 county wheat acreage allotment by more than an amount which might be ascribed to rounding, no check need be made of the individual computations in column (14).
9. Spot check the entries in column (15) by applying the procedure for the determination of such entries outlined in NCR-410W.
10. Check the factor in the box at the head of column (16), as follows:

Divide the 1940 county wheat acreage allotment for "Regular" wheat farms by the total of column (15).

11. Check the county total of column (16). If this total does not differ from the 1940 county wheat acreage allotment for "Regular" wheat farms by more than an amount which might be ascribed to rounding, no check need be made of the individual computations in column (16).
12. Obtain the State committee approved 1940 wheat acreage allotments in column (17), as follows:

- (a) If the total of the county committee's finally recommended wheat acreage allotment as entered in column (16) does not differ from the county wheat acreage allotment by an amount which the State committee determines should be corrected, the State committee approved column may be completed by entering "Same as column (16)" followed by the initials of the clerk making such entry.

(b) If the total of column (16) differs from the county wheat acreage allotment by an amount which the State committee determines should be corrected, the entries in column (17) will be derived as follows:

- (1) Divide the 1940 county wheat acreage allotment for "Regular" wheat farms by the county total of column (16) and enter the factor so obtained in the box at the head of column (17).
- (2) Multiply each entry in column (16) by the factor in the box at the head of column (17), and enter the result in column (17).
- (3) Obtain the total of column (17).

SECTION III

Checking Procedure for "New" Wheat Farms Listing Sheets.

1. Check the township factor in the box at the head of column (11). This factor must be the same factor entered in the box at the head of column (11) of the "Regular" wheat farms listing sheets for the respective township.
2. Check the individual entries in column (11) by applying the factor in the box at the head of column (11) to the entries in column (5).
3. Check the factor in the box at the head of column (14). This factor must be the same factor entered in the box at the head of column (14) of the "Regular" wheat farms listing sheets for the respective township.
4. Check the individual entries in column (14) by applying the factor in the box at the head of column (14) to the entries in column (6).
5. Check the individual entries in column (15) by comparing such entries with the respective entries in column (11). The entry in column (15) must not exceed the entry in column (11).
6. Check the township and county totals of column (15).
7. Check the factor in the box at the head of column (16) as follows:

Divide the 1940 county wheat acreage allotment for "New" wheat farms by the county total of column (15). This factor shall not exceed 1.0000.
8. Check the individual entries in column (16) by applying the factor in the box at the head of column (16) to the entries in column (15).

9. Immediately after the first check of performance for wheat for 1940 the county committee shall forward their State committee approved copy of the "New" wheat farms listing sheets to the State committee. Check the final approved wheat acreage allotment for each farm by determining that such final allotment is the smaller of the recommended wheat acreage allotment in column (16) or (17), or the planted acreage. After such check has been made, the 1940 planted wheat acreage and the 1940 final wheat acreage allotment for each "New" wheat farm will be transferred to available columns of the State office copies of NCR-409W, "New" wheat farms listing sheet. The county office copies of the "New" wheat farm listing sheets will then be returned to the county.

SECTION IV.

Checking Procedure for "Regular" and "New Wheat Farm County Summaries.

After the listing sheets for "Regular" and "New" wheat farms have been approved, a check should be made of the county "Summary" sheets for "Regular" and "New" wheat farms to determine that the township totals appearing on the "Summary" sheets are in agreement with the township totals shown on the "Regular" and "New" wheat farm listing sheets. If such entries are not in agreement, proper corrections should be made.

Verify the column totals of the county "summary" sheets for "Regular" and "New" wheat farms.

SECTION V

Checking Procedure for "Combined Farms" and "Split Farms" Listing Sheets.

Supplemental listing sheets for "Combined" Farms and "Split" Farms will be examined upon their arrival at the State office to determine that the procedure outlined in NCR-410W has been followed. Each computation will be checked by applying the procedure outlined in NCR-410W for the execution of such sheets.

